

Business Casual Attire Policy

Employees contribute to the feeling and reputation of Carbon County in the way the present themselves. A professional appearance is essential to a favorable impression with the public and our customers. Good grooming and appropriate dress reflect employee pride and inspire confidence in Carbon County. As such, Carbon County has determined that all office employees shall adhere to a business casual dress standard.

Guidelines

The following guidelines have been established for the dress standard

1. All clothing should communicate professionalism.
2. Casual business attire means clothing that allows employees to feel comfortable at work, yet is appropriate for an office environment. The following table illustrates what the County considers appropriate and inappropriate clothing under the Business Casual Attire Policy.

Appropriate	Inappropriate
Pants/Skirts	
slacks, khakis, capris, skirts, dresses	jeans, shorts (including walking shorts), sweatpants, leggings, exercise wear, low rise or hip hugger pants, overalls, spandex
Shirts	
polo collar knit or golf shirts, oxford shirts, County logo wear, short-sleeve blouses or shirts, turtlenecks, blazers or sports coats, jackets, sweaters	T-shirts or sweatshirts, sleeveless blouses or shirts, shirts with writing, tank tops, exercise shirts, crop tops, midriffs, spaghetti straps, beach wear
Footwear	
boating or deck shoes, moccasins, casual, low heel, open back shoes	Flip flops, athletic shoes, tennis shoes, crocs

3. All clothing should otherwise comply with the Dress Code.
4. Carbon County will accommodate a staff member's religious belief or disability in accordance with all applicable laws and regulations. Any requests for such accommodation should be made with the Personnel Officer.

Questions Regarding the Policy

If you have questions regarding this policy, please see the Personnel Officer.